

AFDPO

Spotlight



DIRECTOR'S CORNER

Mr. Yoon Song

Director AFDPO, HAF

STAY THE COURSE

Thank you all for such a great year! Your excellent support of our publishing mission last year helped us successfully reinvigorate and publish our new DAF guidance this year, how exciting!

DAFMAN 90-161 and DAFI 90-160 are here, please make time to read them if you have not. Our mission is the process. We need to understand these guiding publications to understand what we do! On another note, there is still no word on when we will return to the office, but as good AIRMEN and GUARDIANS we must stay ready for that moment. Remember preparation is the key! Also, keep in mind the COVID climate. Ultimately your safety dictates the direction of our return. We cannot control what others do, but we can continue to stay the course and do our part! As cumbersome as they may seem, please continue to maximize COVID safety protocols: wash your hands, wear a mask, social distance and follow the CDC guidelines. This not only ensures your safety but ours as well! Family, we are doing better this year, than the year before. OUTSTANDING I am so proud of you all! Let's continue to look for more ways to be efficient and effective in our program. I appreciate it and you!

Stay safe and stay the course!

Information you Need to Know

HOT

WAREHOUSE MANAGEMENT SYSTEM is being **REPLACED**

The Department of the Air Force Portal is the new replacement system for the Warehouse Management System (WMS). The physical products are scheduled to migrate and be **fully operational by 26 July 2022**. Prior to this date **AFDPO will be conducting user training** for our customers.

The training dates will be announced by notifications on the website, and emails will be sent out to the different organizations throughout the Air Force.

As of April 2022 our **guiding publications** have been renamed and revised:

DAFMAN 90-161
PUBLISHING PROCESSES AND PROCEDURES

DAFI 90-160
PUBLISHING AND FORMS MANAGEMENT

UP-TO-DATE CONTACT INFORMATION IS A MUST

In our environment change is constant! One thing you can do as a publications change manager, action officer, publication manager, forms manager or OPR point of contact is ensure your contact information is up to date! **Please** ensure you **check your individual and workflow addresses within AFIMPT** to ensure they are **current**. Since we migrated from mail.mil to us.af.mil addresses many have not been updated. If your address needs to be updated contact the AFIMPT team at SAF.AA.AFDPO.AFIMPT@us.af.mil to request those updates as they do not update automatically. Updated contacts helps you and your organization receive automatic notifications and alerts from AFIMPT and makes you accessible to those who need your support like our wonderful AFDPO customers!

Support is available!

Maybe you want to talk to a counselor to share some concerns or issues? For anyone who wishes to obtain counseling and support services, the Air Force Employee Assistance Program (AF EAP) for Civilians is a helpful resource, open 24/7 at no charge:

Please Call
1-866-580-9078



The Air Force Publication Reduction Initiative is 97% complete!

Remaining Publications: 39 publications

Completed Publications: 1,410

Helpful hint: Sending an AFPRI publication to legal? Include in the TMT task that it is an AFPRI publication. When possible, AFPRI publications will be prioritized in order to complete the initiative.

Please send updates on AFPRI publications to SAF.AAIP.PRTWorkflow@us.af.mil.

Did you know?

Key guidance changes in DAFMAN 90-161:

The *Roles and Responsibilities* section should NOT be tiered, per paragraph 4.5.9.5.4.

Attachment 1 must include a list of office symbols used per paragraph 4.5.9.6.3.

Include the list of office symbols used in the text between the *Abbreviations and Acronyms* and *Terms* lists per paragraph 4.4.2.1.

DAFPDs apply to both the USAF and USSF. Per paragraph 4.5.4.3.1., the service who is the OPR for a DAFPD will certify the policy, and the sister service Senior Coordinator will be identified along with the certifier in the front matter of the publication. Example: Certified by SAF/AA (Anthony P. Reardon); Senior Coordinator USSF, (SF/S2, John A. Smith).

Checking the accuracy and currency of all references before submitting for two-letter/level 2 coordination is the OPR's responsibility. Revised publications should reflect changes in laws, policy, guidance or procedures.

*****HOI 33-13** has become **HOI 90-2**.

It completed final coordination in June

Keep checking e-publishing for updates!

AFDPO Organization and Structure

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|------------------------|---|
| AFDPO (SAF/AAIP) | A small organization of just 25 authorizations, there are 6 offices that make up the AFDPO team. The first 3 offices review departmental level publications during formal coordination. |
| SAF/AAIPP (Publishing) | Reviews publications for formatting, verifies certifier/approvers are consistent w/ DAF Forms 673 and ensures products align with nomenclature. |
| SAF/AAIPX (Policy) | Reviews publications and forms for compliance with DAFI 90-160, DAFMAN 90-161, HOI 90-1 and HOI 33-13, and verifies accuracy of implemented publications. |
| SAF/AAIPR (Review) | Reviews for proper acronym use, accuracy of references, delegations, waiver authorities, overall organization & readability. |
| SAF/AAIPO (Operations) | Provides program customer support to Department of Air Force users world- wide. Inputs and tracks customer inquiries via remedy tickets/database. |
| SAF/AAIPL (Logistics) | Prepares printing specifications & procures printing products as requested. Manages distribution of physical departmental administrative publications. |
| SAF/AAIPI (IT Mgmt) | Manages and supports IT assets administration and program management for AFDPO sites/tools: e-publishing, AFIMPT/WMS, Ictect tagging tool and other resources as needed. Perform technical and systems evaluations. |

TRAINING IS AVAILABLE

UPCOMING TRAINING WORKSHOPS:

July

7th and 14th

Department of the Air Force

Publications and Forms Training: The Basics

21st

6-7th and 20-21st

Publication Reviewer Training

Forms Training (2 day training)

August

4th and 18th

Department of the Air Force

Publications and Forms Training: The Basics

10-11th and 24-25th

Forms Training (2 day training)

September

8th

Department of the Air Force

Publications and Forms Training: The Basics

7-8th and 14-15th

Forms Training (2 day training)

To register for these workshops and find other workshop dates and courses please email:

SAF.AA.AFDPO-PPX.Workflow@us.af.mil

Or use our **new registration app** coming soon to epubs!

Once the new app is active please do not email workflow to register for workshops.

Are you an
action officer
and you still have
questions about
publications?
We can help!

THERE
ARE SO MANY
GOOD
RESOURCES
ONLINE!

NEW TO
PUBLICATIONS
REVIEW?

Do you have to
design forms for
your office?

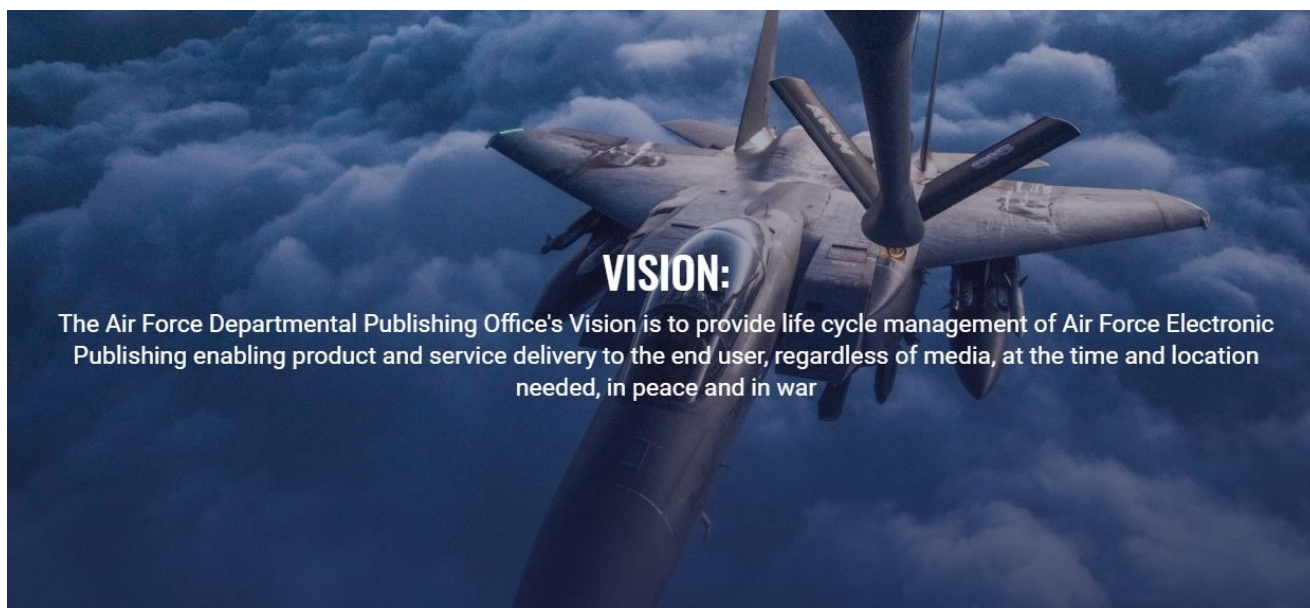
**Sign up for
Forms Training
at**

SAF.AA.AFDPO.Webma
ster@us.af.mil

**Or use the new
registration app!**

WE ARE HERE FOR YOU!

Sign up for our workshops!



AFDPO is also known as SAF/AAIP

Any feedback, suggestions or submissions for the SAF/AAIP newsletter please email: ta-loris.whitfield@us.af.mil